

**PRICE CITY PLANNING AND ZONING REGULAR MEETING  
MINUTES OF OCTOBER 06, 2025**

**PRESENT:**

**Commissioners:**

<b>Judy Beacco</b>	<b>Jaci Adams, City Recorder</b>
<b>David Black</b>	<b>Nick Tatton, Administrative Director</b>
<b>Erroll Holt</b>	
<b>Richard Root</b>	
<b>Renee Swinburne</b>	
<b>Todd Thorne</b>	
<b>Jan Young</b>	

**EXCUSED: Commissioner Heffernan, Commissioner Wood**

**STAFF/OTHERS: See Public Meeting Sign-In Sheet**

**1. PLEDGE OF ALLEGIANCE**

**Chair Young called the meeting to order at 5:00 p.m. Chair Young led the Pledge of Allegiance.**

**2. ROLL CALL**

**Roll was called with the above Commissioners and staff present.**

**3. SAFETY SECONDS**

**Nick Tatton, Administrative Director reminded everyone that October is fire safety month and to make sure fire extinguishers and smoke detectors are in working order and fully charged.**

**4. MINUTES for 09-08-2025.**

**MOTION. Commissioner Root moved to approve the minutes for 09-08-2025.**

**Commissioner Swinburne seconded and motion carried.**

**5. PUBLIC COMMENT ON AGENDA ITEMS**

**Pam Underwood, Price City resident had concerns regarding installation of the proposed electric vehicle charging kiosks at Maverick on 651 S Carbon Ave. Some issues she mentioned, after researching, were potential fires that the electric vehicle charging kiosks have caused, along with the construction that the neighborhood has already endured, noise, garbage, lighting, speeding vehicles, semis and trucks that sit and idle for long periods of time, overnight parking, RV dump, etc.**

## **6. GENERAL BUSINESS/DISCUSSION**

**No general business or discussion was reported.**

## **7. CONDITIONAL USE PERMIT**

**a. SITE PLAN AMENDMENT.** Consideration and possible approval of a site plan amendment to add Electric Vehicle (EV) charging kiosks at 651 S Carbon Avenue within the commercial 1 zoning district, Alex Clites, Maverick.

**The Commissioners thoroughly discussed the site plan amendment to add Electric Vehicle (EV) charging kiosks at 651 S Carbon Avenue for Alex Clites. Discussion was held regarding where on the property the electric vehicle charging kiosks will be installed, minimal construction, anticipated construction should take 3 weeks to one month, one ADA accessible charging station, the loudness of noise from EV charging kiosks, could the charging kiosks be moved to southwest corner of property, the length of time it takes to charge an electric vehicle.**

**Chair Young reviewed the Code sections and read aloud the below conditions for final approval for the land uses identified by the applicant.**

- 1. Confirm efforts to comply with the original Conditional Use Permit (CUP), dated September 23rd, 2023, and continue any bona-fide neighborhood development impact mitigations.**
- 2. Maintain a minimum of five percent (5%) area landscaping. Water wise landscaping requested.**
- 3. Obtain a building permit and all construction/installation under the auspices of a building permit and inspection. Contact the Carbon County Building Department at 435-636-3260.**
- 4. Complete a public infrastructure development agreement, if required, with the Price City Public Works Department and payment of any financial surety required, if required.**

**Steve Richardson, Price City Electrical System Supervisor discussed the electrical specifications and connection for the project with the applicant.**

### **5. Electrical Specific Requirements:**

- a. Payment to Price City in an amount of one-hundred twenty-five percent (125%) of the Rocky Mountain Power cost estimate for electrical system connection requirements prior to commencement of any site work. True-up of final cost for electrical system work and connection and refund or additional billing from Price City.**
- b. All connections to the Price City electrical system to be metered for billing purposes, provision of all necessary metering and billing information to Price City prior to meter installation and operation of the electric vehicle charging kiosks.**

**c. All electrical connections to be as indicated on the submitted plans and as directed or further directed by the Price City electric department. Specific electrical connection requirements:**

**d. Plans, cost estimates, invoicing, and payment. A complete project plan is required to be submitted, reviewed, and approved by the Price City Electrical Utility Infrastructure Specialist.**

**A complete project plan must consist of the following:**

- i. Complete site plan showing the locations of all existing and proposed electrical infrastructure equipment (ex: poles, transformers, sectionalizing cabinets, secondary and service ground boxes, overhead conductors, underground conduits and conductors, electrical services, etc.)**
- ii. Proposed electrical equipment in locations that meet or exceed the requirements of the Pacific Power/Rocky Mountain Power 2022 Electrical Service Requirements Manual including all required clearances, set-backs, and access stipulations.**
- iii. The addition of a Price City required spare conduit of equal or larger size for any new or modified underground primary voltage conductor runs as determined by the Price City Electrical Utility Infrastructure Specialist.**
- iv. A one-line diagram of any electrical service equipment including voltages, overcurrent protection equipment ratings, and conductor sizes up to the main electrical service disconnecting means or overcurrent devices being used as service disconnecting means.**
- v. A completed Price City Load Sheet and any equipment specifications or datasheets that indicate the electrical consumption and demand.**
- vi. If it is determined by the Price City Electric Utility Infrastructure Specialist that changes need to be made, a new project plan will need to be submitted for review and approval after the changes are made. The timeline for this review to be completed will be variable based on the Specialists work load, planned City events, power outages, and other work that is of higher priority. Once a Project plan is approved, the Specialist will submit it to a contracted estimator for a cost estimate to be generated. Once the estimate is returned to Price City, an invoice for the estimated cost of the project minus any allowances or discounts will be issued to the developer, contractor, or the financially responsible party. The invoice will be required to be paid in full (125% as indicated above) prior to Price City authorizing the procurement of any materials or scheduling of any work to be done by their contractor for the development.**
- vii. All work required to be completed by the developer must be completed and all inspections performed by the appropriate organizations as detailed later in these requirements before the City's contract crews will be scheduled.**

- viii. **Work for the project will be scheduled based on the availability of the appropriate materials needed for the project and the schedules of the City's contract crews to complete the work.**
- ix. **According to the requirements of the City's contractors to be able to make and maintain any type of guarantees for the work they do, developers may not procure and provide certain types of materials for the project such as high and low voltage conductors that are to be installed in the Electric Utility maintained areas and equipment and Utility Power Transformers.**
- x. **Due to continued supply issues, estimation of delivery or installation of Electric Utility Transformers cannot be provided. The procurement of Utility transformers can only be done once the electrical service has been inspected and approved by the Authority Having Jurisdiction to be energized and have Utility services to begin.**
- xi. **Once the project is completed and Price City has received all invoices from their contractors for the work done and the costs evaluated against the cost estimate, the developer will be invoiced for any additional cost not covered by the initial invoice or a refund if the costs were less than the initial invoice. Any additional invoices must be paid within 30 days to prevent the loss of utility services at the development.**
- e. **Electrical work or requirements that are the responsibility of the developer to be completed. Conduit: The developer shall be responsible for the installation of two 4-inch PVC underground electrical conduits from the nearest high-voltage sectionalizing cabinet to the location of the transformer. If a single conduit already exists, a second conduit will be required to be underground conduits from the transformer location to the Electrical Service switchgear location. All underground conduit installations must meet the minimum requirements of the most recent Rocky Mountain Power Policy 242 - Underground Conduit Systems for Primary and Secondary Conductors and Section 5 of the Rocky Mountain Power Electrical Service Requirements Manual and all other relevant Federal, State, and local requirements and regulations.**
- f. **All underground electrical distribution and service conduit installations must be inspected by a Price City Electrical Utility Infrastructure employee or their designated representative prior to backfill. After a backfill of 12 to 18 inches has been placed over the conduit, a metallic or traceable warning tape must be installed and inspected again by a Price City Electrical Utility Infrastructure employee or their designated representative prior to the remaining backfill and grade work being done. Failure to have these inspections completed appropriately shall result in the developer having to expose the conduit, at their cost, for the required inspections.**
- g. **All underground conduit installed using open trench excavation must be PVC electrical conduit that is rated and listed for that purpose by an appropriate listing agency.**

**h. All underground conduit installed using horizontal directional drilling must be HDPE electrical conduit that is rated and listed for that purpose by an appropriate listing agency.**

- i. Ends of any HDPE conduit installed must be properly prepared and chamfered to prevent snags and conductor damage then inspected by a Price City Electrical Utility Infrastructure Employee prior to making connections to any other conduits. Transitions from HDPE to any other type of conduit must be done using the appropriate connectors and must also be inspected prior to backfill.**

- j. All conduit elbows used must be wide sweep and medium or heavy weight(duty) fiberglass. Exceptions and requirements must be approved by the Price City Electrical Utility Infrastructure specialist prior to installation.**
- k. Elbows and conduit ends within sectionalizing cabinets, switchgear, and transformers must have end bell fittings installed. Conduit ends within the transformer vault must have appropriate fittings, ends, or treatments done or installed to prevent damage to conductors and to prevent the ingress of liquids, earth, debris, or animals into the vault.**

**I. Flat braided wire pulling rope or "Mule tape" rated at a minimum of 1200 lbs. Must be installed in each conduit and tied off at each open end with a minimum of 15 feet of extra line out each end of the conduit.**

**m. Transformer Pad and Padvault. The developer shall be responsible for acquiring and placing a transformer pad that meets the requirements in the PacifiCorp ZG 532 Flat Pad - Three Phase Transformer document if there are 5 conduits or less entering or exiting the transformer. The developer shall be responsible for acquiring and placing a transformer vault that meets the requirements in the PacifiCorp ZG 521 Padvault - Three Phase Transformer document if there are more than 5 conduits entering or exiting the transformer. The vault or pad must be set by the developer after appropriate earthwork has been completed to ensure that the transformer does not shift or tilt due to subsidence. Transformer vaults must have a drain or means for liquids to leave the vault by natural forces and the excavation prepared in such a way that any water leaving the vault can drain away so no there will be no standing water within the vault under normal and typical conditions, circumstances, and weather events.**

**n. The working and maintenance clearances around the Sectionalizer cabinets, transformers, and the electrical service must meet and be maintained in perpetuity the minimum requirements found within Section 4 of the Rocky Mountain Power Electrical Service Requirements Manual.**

- o. All transformers, pads, and vault installations must meet the minimum requirements of the most recent Rocky Mountain Power Policy 242 - Underground Conduit Systems for Primary and Secondary Conductors and all other relevant Federal, State, and local requirements and regulations.**

**p. Electrical Service. Installation of a current transformer cabinet with included electrical service disconnect and provisions for the installation of current transformers for metering. A 13-jaw meter socket and enclosure with**

**provisions for the installation of a metering test-switch must be installed on the exterior of the switchgear and include a 1-inch chase, no more than 12 inches in length, from the meter socket enclosure to the current transformer section of the switchgear.**

- q. A concrete sidewalk or pad that meets ADA and other regulatory width and depth requirements for access, working area, and safety is required in front of the meter socket and the door side of the switchgear or cabinet and must be kept clear of any obstacles, obstructions, and hazards for personnel access.**
- r. All utility meters, and disconnect points must be accessible to emergency services and utility personnel at all times day and night all year round without having to enter fenced or walled in areas, going through any part of a building (interior or exterior) or having to unlock locks or other securing means put in place by anyone other than utility personnel.**
- s. The switchgear and electrical service installation shall meet the requirements of the Rocky Mountain Power 2022 Electrical Service Requirements Manual which Price City has voluntarily adopted and enforces and any other currently enforced local, State, and Federal requirements and regulations.**

**Chair Young finished reviewing the remainder of the code sections and conditions for approval with the applicant.**

**6. Restrictions:**

- a. No new signage except parking stall signage as identified in the site plan submitted.**
- b. No new ingress or egress from site, no new vehicle or pedestrian traffic patterns permitted finding that existing vehicle and pedestrian traffic patterns serve to mitigate potential accidents.**
- c. No changes to existing storm water management on site finding that existing storm water flows and management serve to prevent flooding.**
- d. No changes to garbage dumpster enclosure location and service frequency and capacity finding that existing garbage enclosures serves to prevent accumulations or wind scatter of garbage, rubbish and debris.**
- e. No changes to existing off-street parking not utilized for the addition of the electric vehicle charging kiosks; must maintain not less than twenty-five (25) off street parking spaces. Not more than four (4) spaces for EV charging as identified on the submitted site plan.**
- f. No EV parking and/or charging from the public right-of-way on 600 S Street.**
- g. No placement of any EV charging apparatus/equipment (transformer, switch gear cabinet, sectionalizer, etc.) in the public right-of-way, unless otherwise authorized and directed by the Price City Electric Department Supervisor.**

**7. No activity or actions that violate the Price City Property Maintenance Code finding that properly maintained structures and outdoor areas protect property values and serve to improve the community aesthetic.**

**ACCEPTANCE:** The applicant acknowledged that he is aware of the conditions of approval, understands the conditions of approval and intends to comply with the conditions of approval.

**MOTION.**

**Commissioner Thorne moved to approve a site plan amendment to add Electric Vehicle (EV) kiosks at 651 S Carbon Avenue within the commercial 1 zoning district, Alex Clites, Maverick. Commissioner Black seconded and motion carried.**

**b. SITE PLAN AMENDMENT.** Consideration and possible approval of a site plan amendment at 240 W 100 N to add 2 storage shed structures within the commercial 1 zoning district, Intermountain Farmers, Cierra Jones, Store Manager.

**The Commissioners thoroughly discussed the site plan amendment to add 2 storage shed structures at 240 W 100 N for Cierra Jones. Discussion was held regarding the construction of 2 three sided sheds to keep merchandise from weather damage, building material will be metal, one shed will be behind main building and the other will be on the empty lot next to the store, the height of the building, where the water runoff from the roof of shed would go, drainage impact on adjoining neighbors, if any.**

**Chair Young reviewed the Code sections and read aloud the below conditions for final approval for the land uses identified by the applicant.**

- Exterior lighting during all dark hours when accessed by owners, employees or customers finding that lighted ingress/egress mitigates the potential for accidents. Exterior lighting to be high efficiency LED fixtures. Exterior lighting to be angled, shielded or on timers to mitigate potential light impacts to neighboring residential land uses.**
- Maintain and/or install a minimum of five percent (5%) area landscaping to the extent the site will accommodate in the built environment. Water wise landscaping requested.**
- Obtain a building permit and all construction/installation under the auspices of a building permit and inspection. Contact the Carbon County Building Department at 435-636-3260.**
- Complete a public infrastructure development agreement with the Price City Public Works Department, if required, and submission of any financial surety required. Repair and replace any public infrastructure or utility infrastructure damaged or necessary for construction/installation of the storage sheds on the site. Install public infrastructure (curb, gutter, sidewalk, curb painting, no parking signs, one way traffic signs) along the west side of 300 W Street for the subject property finding that vehicle and pedestrian safety occurrences, fire department access, and storm water flooding situations will be mitigated accommodating storm water and irrigation water flows. Must be completed on or before June 30 th, 2026. Final profile and requirements to be determined by the Price City Public Works Department.**

- Must prepare (licensed surveyor) a parcel assembly plat and submit for approval to Price City and have recorded with the Carbon County Recorder's office, within twelve (12) months of this approval, combining the following parcels: New parcel combining parcels: #01-0643-0000, #01-0661-0000. New parcel combining parcels: #01-0634-0000, #01-0635-0000, #01-0640-0000, #01-0636-0000.**
- Site Requirements: Not less than a twenty (20) foot setback on the corner of 100 N and 300 W for the new shed building. Not less than five (5) foot setback on northeast shed building from north property boundary. Maintain not less than twelve (12) feet clearance from any electrical utility line, no structures under any electrical utility line. Must provide fire department access pathways to both new storage shed structures at all times. Provision of a listing of items/product stored in new storage sheds to the Price City Fire Chief initially and not less than annually thereafter.**
- Restrictions: Buildings must remain open on at least one (1) side as indicated on the Conditional Use Permit submission information. No additional business signage approved. No changes to off-street parking capacity. No new ingress or egress from site, no new vehicle or pedestrian traffic patterns permitted finding that existing vehicle and pedestrian traffic patterns serve to mitigate potential accidents. No changes to existing storm water management on site finding that existing storm water flows and management serve to prevent flooding. No changes to garbage dumpster enclosure location and service frequency and capacity finding that existing garbage enclosures serves to prevent accumulations or wind scatter of garbage, rubbish and debris. Must upgrade electric service to fertilizer shed/structure withing twenty-four (24) months of this approval. Contact Steve Richardsions, Price City Electric System Manager, for details and requirements.**
- No activity or actions that violate the Price City Property Maintenance Code finding that properly maintained structures and outdoor areas protect property values and serve to improve the community aesthetic.**

**ACCEPTANCE:** The applicant acknowledged that she is aware of the conditions of approval, understands the conditions of approval and intends to comply with the conditions of approval.

**MOTION.**

**Councilmember Thorne moved to approve the site plan amendment at 240 W 100 N to add 2 storage shed structures within the commercial 1 zoning district, Intermountain Farmers, Cierra Jones. Councilmember Black seconded and motion carried with vote as follows:**

**Commissioner Root NAY**  
**Commissioner Beacco AYE**  
**Commissioner Thorne AYE**  
**Commissioner Holt AYE**  
**Commissioner Swinburne NAY**  
**Commissioner Black AYE**

**8. UNFINISHED BUSINESS**

**Nick Tatton, Administrative Director reminded everyone about the Planning and Zoning Commission Retreat on November 24, 2025.**

**Chair Young asked for a motion to close the regular Planning and Zoning meeting.**

**MOTION. Commissioner Beacco moved to close the regular Planning and Zoning meeting. Commissioner Root seconded and motion carried.**

**The regular Planning and Zoning meeting was adjourned at 6:10 p.m.**

**APPROVED:** \_\_\_\_\_

**Chair, Jan Young**

**ATTEST:** \_\_\_\_\_

**City Recorder, Jaci Adams**